

**Using NJDEP Online
to Create and Submit Annual Compliance
Certification & Six Month Deviation
Reports**

May 10, 2012



State of New Jersey
Department of Environmental Protection



Website: <http://www.nj.gov>

The Official Web Site for The State of New Jersey - Windows Internet Explorer

http://www.nj.gov/

File Edit View Favorites Tools Help

The Official Web Site for The State of New Jersey

NJ Home | Services A to Z | Departments/Agencies | FAQs

Search Submit

THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

Home About NJ Business Community & Wellness Education Employment Government NJ Green Public Safety & Security Things to do in NJ Transportation & Motor Vehicles

Login Register

THE GARDEN STATE

GREAT DESTINATIONS

SHORE TO PLEASE

RICH IN HISTORY

Discovery

The Garden State; Rich in History; Great Destination; Shore to Please; Discovery

In This Month of NJ History

April 14 1894
Thomas Edison's Kinetoscope, an early

News Online Services How Do I... NJ Lottery Visit NJ NJ Kids

In The News

News Archives RSS

Governor Corzine Praises Lighting Science's Efforts to Stimulate Green Economy of the Garden State

New Jersey Sells Two Winning \$10,000 Tickets as Mega Millions Rolls to \$109 Million

Spotlight

Today is Earth Day, April 22!

GOVERNOR JON S. CORZINE

Visit His Web Site

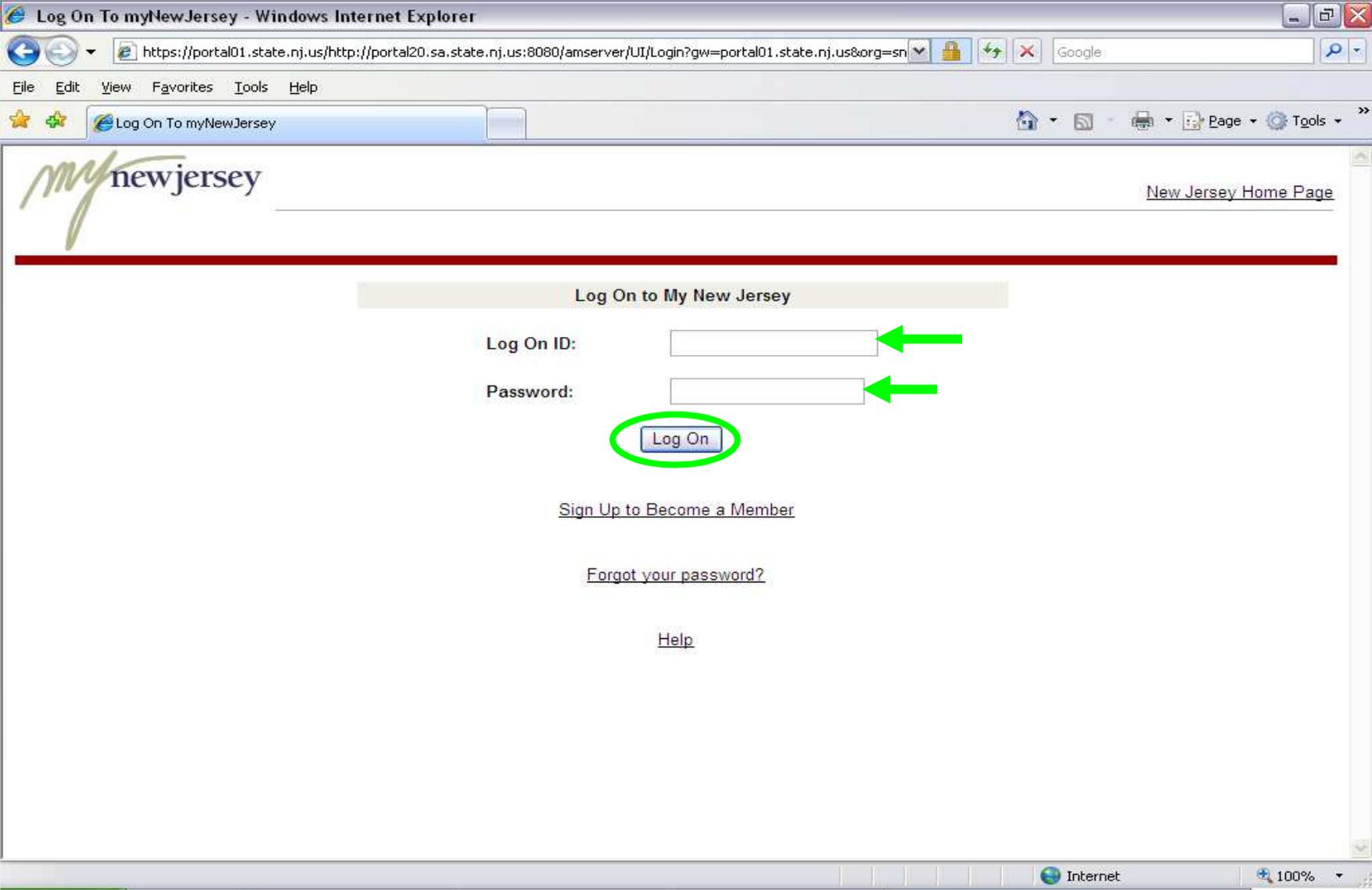
Judiciary Legislature

2009 RECOVERY AND REINVESTMENT PLAN

(1 item remaining) Downloading picture http://www.nj.gov/nj/images/library/spotlight/spot_how_garden2.jpg...

Internet 100%

Log into My New Jersey



DEP Apps: Click on DEP Online Services

The screenshot shows a Windows Internet Explorer browser window displaying the official website for the State of New Jersey. The address bar shows the URL: <https://portal01.state.nj.us/http://portal20.sa.state.nj.us:8080/portal/dt?action=content&provider=WirelessDesktopDispatcher>. The page header includes the state seal and the text "THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY". A navigation menu at the top right lists "Services A to Z", "Departments/Agencies", and "FAQs". Below the header, there are tabs for "myNJ Home", "myNJ Business", and "myNewJersey", with a green arrow pointing to the "myNewJersey" tab. A user greeting "Welcome Lauren Keltos" is visible, along with links for "logout", "change profile", "enter authorization code", "choose start page", "content", "layout", and "help". A sidebar on the left contains a list of services: "Premier E-Business Services", "Pensions and Benefits", "DEP Apps", "DEP Groupwise", "DEP Intranet", "DEP Online Services" (circled in green), "Netlet", "CSC Apps", and "OMB Applications". A central banner for "New Jersey Events" features a "Travel Guide" with links for "Locate Events", "Travel & Tourism Home", and "Add an Event". On the right, there is a "myNJ.earthWatch" widget showing "View NWS weather for: 08625" and "Air Quality: Central Delaware Valley" with a "Current: Good" and "Forecast: n/a". At the bottom left, there is a "New Jersey Lottery" section with the slogan "Give Your Dreams A Chance" and information about the Mega Millions Jackpot (\$105 million), Pick 6 Lotto Jackpot (\$2.5 million), and Jersey Cash 5 Jackpot (\$260,000). The Windows taskbar at the bottom shows the Start button, several open applications (Novell GroupWise, New Jersey Environ..., Microsoft PowerPain...), and the State of New Jersey application. The system tray on the right shows the time as 9:00 AM and the network status as "Local intranet".

DEP Online Services: Select “Documents & Forms”

NJDEP Online - Windows Internet Explorer

https://www11.state.nj.us/DEP_RSP/Orchestrate.do

File Edit View Favorites Tools Help

NJDEP Online

Skip Navigation

njhome | citizen | business | government | services A to Z | departments

new jersey njdep department of environmental protection

njdep online

njdep home | about dep | index by topic | programs/units | dep online

My Workspace User Profile Certifications Payments **Documents and Forms** Permit Folder

Version: 4.6

Currently logged in: Lauren Keltos (LKELTOS) Help | Logout

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

Air Program

- [General Permits](#)
- [Permit/Certificate Folder](#)
- [Permit/Certificate Renewals](#)
- [NOx RACT Combustion Adjustment](#)
- [Excess Emission Monitoring Performance Reports \(EEMPR\)](#)
- [Periodic Compliance Certification](#)
- [Diesel Retrofit Program](#)

Configure Services

Local intranet 100%

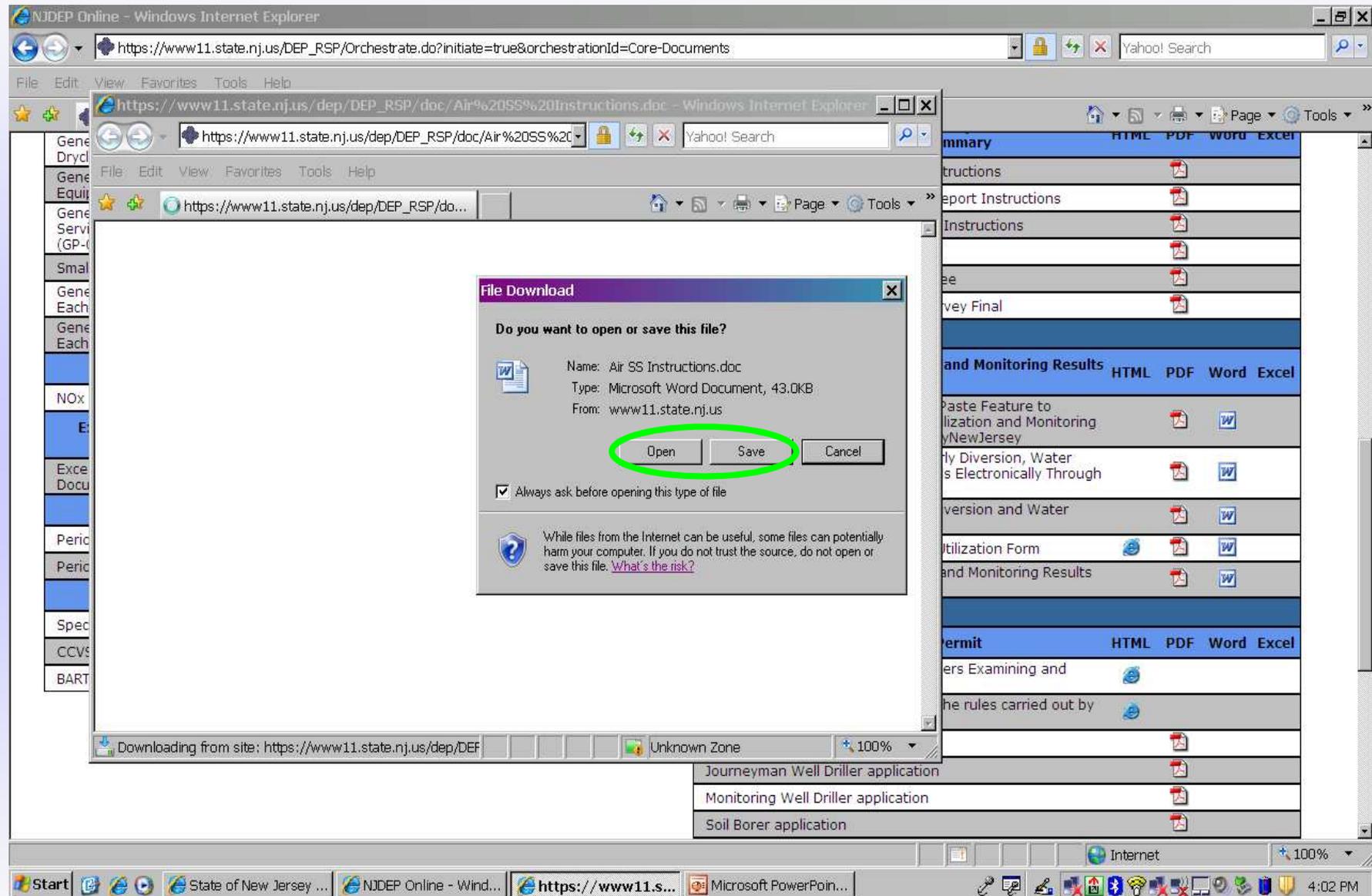
Start Novell GroupWise - ... New Jersey Environ... Microsoft PowerPoin... State of New Jersey ... NJDEP Online - Wi... 9:16 AM

Enforcement, Periodic Compliance Certification: Select Type of Instructions

The screenshot shows the NJDEP Online website in a Windows Internet Explorer browser. The page displays a list of permit requirements on the left and a list of enforcement and compliance instructions on the right. The 'Enforcement' and 'Periodic Compliance Certification' sections are highlighted with green circles. A green arrow points to the 'Periodic Compliance Certification Instructions' link.

MSRP Annual Report		HTML	PDF	Word	Excel				
MSRP Login Registration Guide									
2011 Tier A Annual Report									
2011 Tier B Annual Report									
2011 Highway Agency Annual Report									
2011 Public Complex Annual Report									
Enforcement									
Construction, Repair and Maintenance (CRM)						HTML	PDF	Word	Excel
CRM Initial Notification									
CRM Final Notification									
Permit Applicability for Equipment and Source Operations Operated During Construction, Repair and Maintenance Events Memorandum									
Excess Emission Monitoring Performance Reports (EEMPR)						HTML	PDF	Word	Excel
Excess Emission Monitoring Performance Reports (EEMPR) Documentation									
Periodic Compliance Certification						HTML	PDF	Word	Excel
Periodic Compliance Certification Spreadsheet									
Periodic Compliance Certification Instructions									
Facility Security Administration						HTML	PDF	Word	Excel
Facility Security Administration						HTML	PDF	Word	Excel
Responsible Official Request Form (SRP-001 For Underground Storage Tank - UST only)									
Facility Administrator Request Form									
Facility Administrator Request Form for Water Supply									
Facility Security Administration for Water Supply Diversion and Water Utilization Reports									

Instructions: Select Open or Save to Download



Instructions: Save or Print and Read

https://www11.state.nj.us/dep/DEP_RSP/doc/Air%20SS%20Instructions.doc - Windows Internet Explorer

https://www11.state.nj.us/dep/DEP_RSP/doc/Air%20SS%20Instructions.doc

File Edit View Insert Format Tools Table Go To Favorites Help

Final Showing Markup Show

Instructions For Completing The Periodic Compliance Certification Spreadsheet

Download Spreadsheet:

Once you are logged onto DEP Online, go to the Documents and Forms tab. Under the Air Program, click on the Excel icon for the Periodic Compliance Certification Spreadsheet to download and save a blank copy of the spreadsheet to your computer. You can also download the spreadsheet without logging on to DEP Online at: https://www11.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&orchestrationId=Core-Documents

Once this spreadsheet has been completed in accordance with the below instructions, you must log onto DEP Online and select the Periodic Compliance Certification service to submit the spreadsheet to the NJDEP.

Validation Tab:

This worksheet is used to validate and lock the spreadsheet after it has been completed. Upon completion of the spreadsheet, navigate to the Validation Tab and click the "Validate" button. After clicking "Validate", any validation issues will be displayed. If validation issues appear, you must make corrections to the spreadsheet as directed, return to the Validation Tab, and click "Validate" again. Repeat this process until you do not receive any validation issues. Next, click the "Lock" button to lock the spreadsheet. Once locked, the spreadsheet can be uploaded to the Department's NJEMS central file.

Start State of New Jersey ... NJDEP Online - Wind... https://www11.s... Microsoft PowerPoin... Unknown Zone 4:14 PM

Periodic Compliance Spreadsheet: Click Excel Icon to Download

The screenshot shows a Windows Internet Explorer browser window displaying the NJDEP Online website. The address bar shows the URL: https://www11.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&orchestrationId=Core-Documents. The page content is organized into two main columns of links, each with a table-like structure.

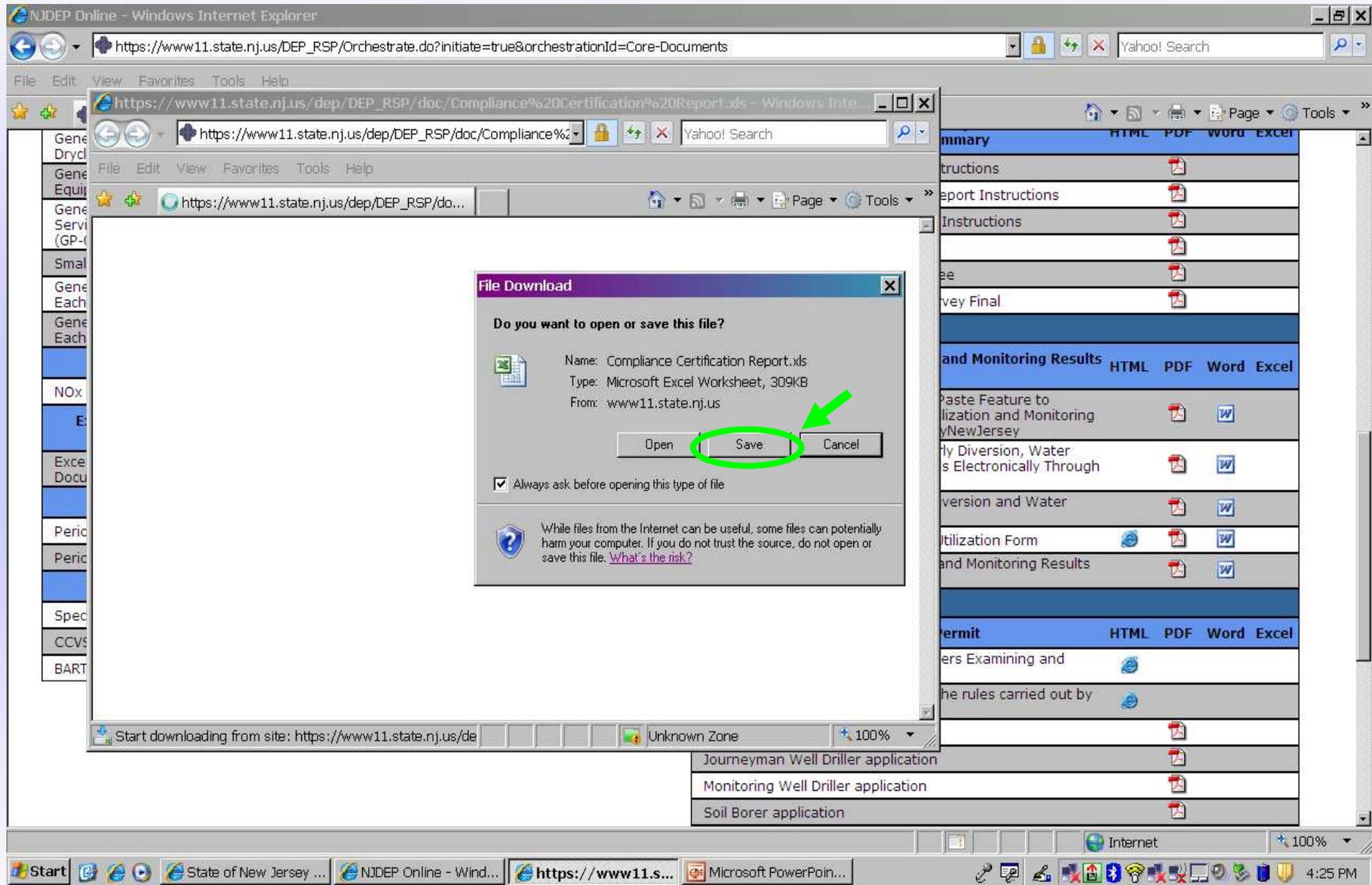
Left Column Links:

- General Permit Requirements for Site Remediation Activities for Gasoline Contamination at Vehicle Fueling Stations (GP-008)
- General Permit Requirements for Boiler(s) And Other Indirect Fired External Combustion Equipment [≥ 10 MMBTU/hour and < 50 MMBTU/hour] (GP-009)
- General Permit Requirements for Non-HAP VOC Solvent Degreasing Operations (GP-010)
- General Permit Requirements for Methylene Chloride or 1,1,1 Trichloroethane Solvent Degreasing Operations (GP-011)
- General Permit Requirements for Perchloroethylene Drycleaning Equipment (GP-012A)
- General Permit Requirements for Non-HAP Drycleaning Equipment (GP-013)
- General Permit Requirements for Storage and Transfer of Service Station Fuels using only Stage 1 Vapor Recovery (GP-014)
- Small Emitter General Air Permit (SEGAP) (GP-016)
- General Permit Requirements for Boiler(s) and/or Heater(s) Each Less Than 5 MMBTU/hr (GP-017)
- General Permit Requirements for Boiler(s) and/or Heater(s) Each Less Than 10 MMBTU/hr (GP-018)
- General Permit Requirements for Portable Equipment (GP-019)
- Diesel Retrofit Program** (HTML PDF Word Excel)
- Special Data Entry Instructions for Excel 2007 Users
- CCVS Submittal Spreadsheet
- BART Submittal Spreadsheet

Right Column Links:

- MSRP Annual Report** (HTML PDF Word Excel)
- MSRP Login Registration Guide
- 2011 Tier A Annual Report
- 2011 Tier B Annual Report
- 2011 Highway Agency Annual Report
- 2011 Public Complex Annual Report
- Enforcement**
- Construction, Repair and Maintenance (CRM)** (HTML PDF Word Excel)
- CRM Initial Notification
- CRM Final Notification
- Permit Applicability for Equipment and Source Operations Operated During Construction, Repair and Maintenance Events Memorandum
- Excess Emission Monitoring Performance Reports (EEMPR)** (HTML PDF Word Excel)
- Excess Emission Monitoring Performance Reports (EEMPR) Documentation
- Periodic Compliance Certification** (HTML PDF Word Excel)
- Periodic Compliance Certification Spreadsheet (indicated by a green arrow)
- Periodic Compliance Certification Instructions
- Facility Security Administration**
- Facility Security Administration** (HTML PDF Word Excel)
- Responsible Official Request Form (SRP-001 For Underground Storage Tank - UST only)
- Facility Administrator Request Form
- Facility Administrator Request Form for Water Supply
- Facility Security Administration for Water Supply Diversion and Water Utilization Reports

Spreadsheet: Select Save to Download



Spreadsheet: Select File Name & Location

The screenshot shows a Windows Internet Explorer browser window displaying the NJDEP Online website. The address bar shows the URL: https://www11.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&orchestrationId=Core-Documents. The webpage content includes a table of links for various permit requirements and reports, such as "Prevention Plan Summary", "Excess Emission Monitoring Performance Reports (EEMPR)", and "Periodic Compliance Certification".

A "Save As" dialog box is open, showing the file being saved is "Compliance Certification Report.xls" on the Desktop. The "Save as type" is set to "Microsoft Excel Worksheet". A green arrow points to the "File name" field, and a green circle highlights the "Save" button.

The taskbar at the bottom shows the Start button and several open applications: "State of New Jersey ...", "NJDEP Online - Wind...", "0% of ...%20Certi...", and "Microsoft PowerPoin...". The system clock shows 4:31 PM on 11/11/2009.

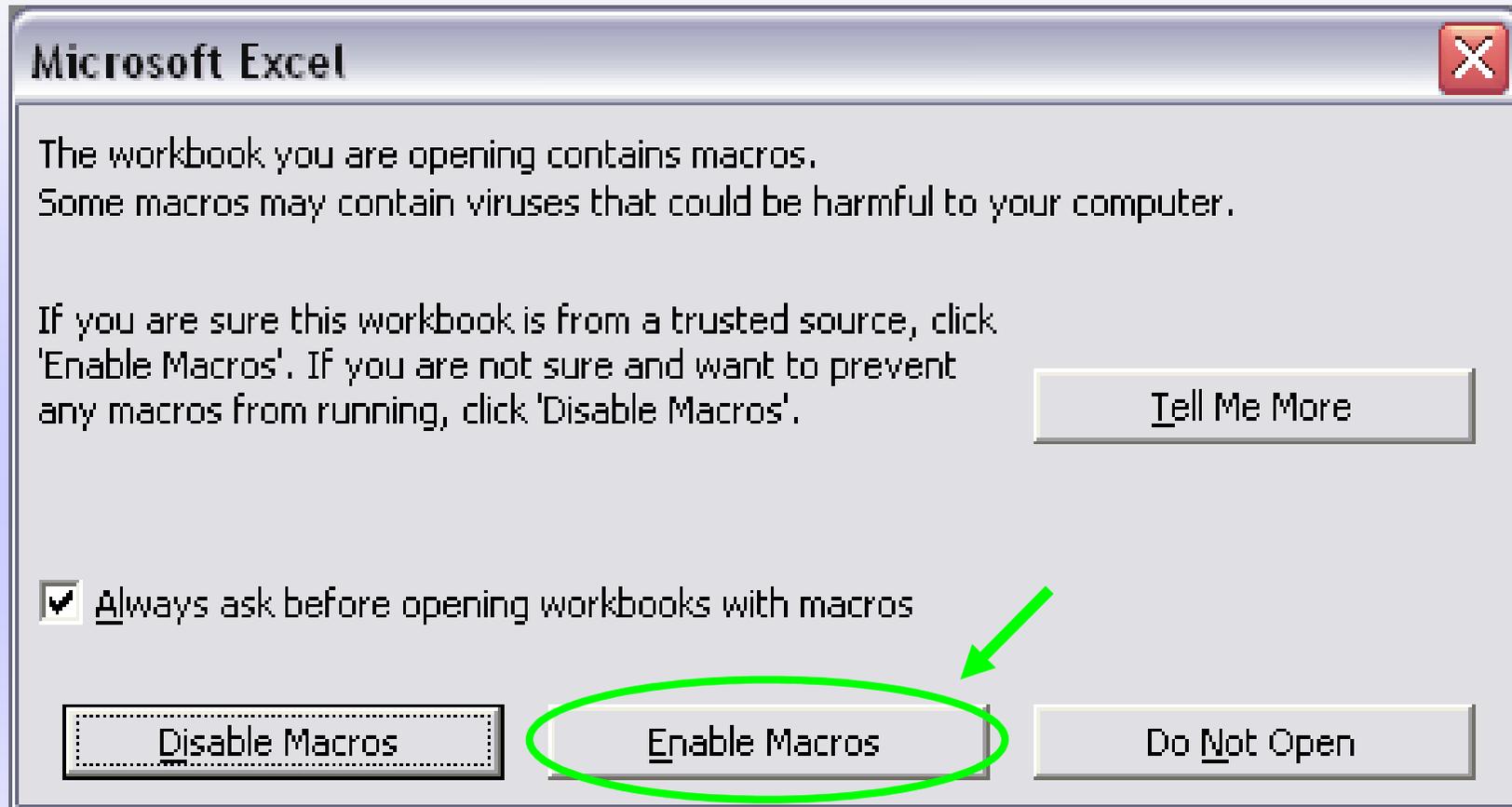
Spreadsheet: Select Open, then Logout out of DEP Online

The screenshot shows a Windows Internet Explorer browser window displaying the NJDEP Online website. The address bar shows the URL: https://www11.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&orchestrationId=Core-Documents. The page content is organized into several sections with blue headers:

- Prevention Plan Summary**: Includes links for 2007 Community Right to Know Instructions, Release and Pollution Prevention Report Instructions, Pollution Prevention Plan Summary Instructions, County Lead Agencies, and Local Emergency Planning Committee.
- NOx RACT Combustion Adjustment**: Includes NOx RACT Combustion Adjustment Instructions.
- Excess Emission Monitoring Performance Reports (EEMPR)**: Includes Excess Emission Monitoring Performance Reports (EEMPR) Documentation.
- Periodic Compliance Certification**: Includes Periodic Compliance Certification Spreadsheet and Periodic Compliance Certification Instructions.
- Diesel Retrofit Program**: Includes Special Data Entry Instructions for Excel 2007 Users, CCVS Submittal Spreadsheet, and BART Submittal Spreadsheet.
- Well Permitting**: Includes a section for **Apply for a Well Permit** with links for State Well Drillers and Pump Installers Examining and Advisory Board, statutory and regulatory basis for the rules carried out by the Water Supply Division, Master Well Driller application, Journeyman Well Driller application, Monitoring Well Driller application, and Soil Borer application.

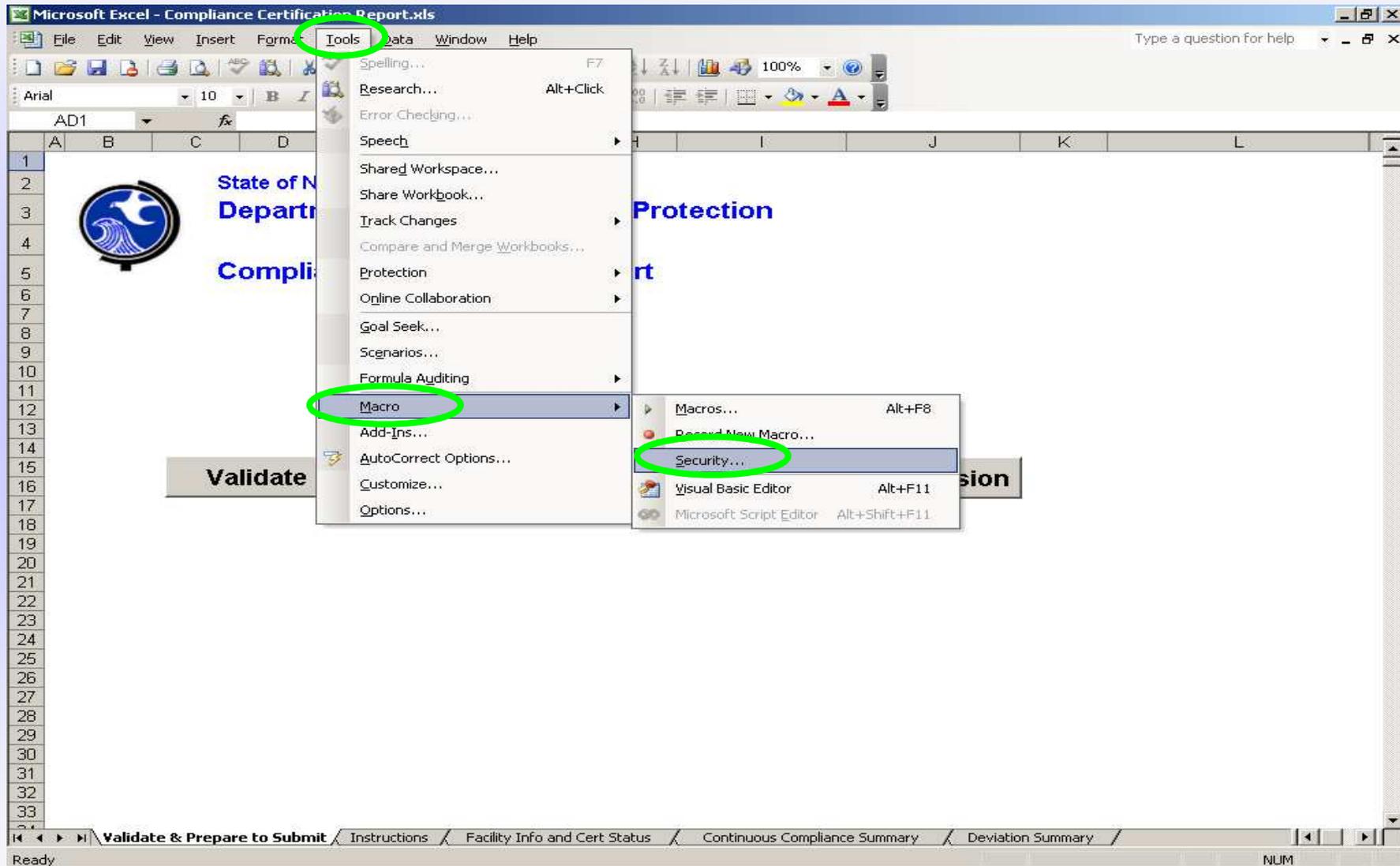
A "Download complete" dialog box is overlaid on the page, showing the file "...Certification%20Report.xls" from www11.state.nj.us. The dialog box includes a progress bar, download statistics (309KB in 1 sec), and an "Open" button circled in green. The taskbar at the bottom shows the Start button, several open applications (State of New Jersey..., NJDEP Online - Wind..., Download complete, Microsoft PowerPoin...), and the system clock showing 4:35 PM.

Open Excel Spreadsheet, Always Enable Macros



Note: In order to enable macros, you may have to first lower the spreadsheet's security level to medium.

**To lower the security level of the spreadsheet,
first click on Tools, Macro, & then Security.**



Spreadsheet Security Levels

Microsoft Excel - Compliance Certification Report.xls

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State of New Jersey
Department of Environmental Protection
Compliance Certification

Validate Spreadsheet

Security

Security Level Trusted Publishers

- Very High. Only macros installed in trusted locations will be allowed to run. All other signed and unsigned macros are disabled.
- High. Only signed macros from trusted sources will be allowed to run. Unsigned macros are automatically disabled.
- Medium. You can choose whether or not to run potentially unsafe macros.
- Low (not recommended). You are not protected from potentially unsafe macros. Use this setting only if you have virus scanning software installed, or you have checked the safety of all documents you open.

OK Cancel

Validate & Prepare to Submit Instructions Facility Info and Cert Status Continuous Compliance Summary Deviation Summary

Ready NUM

Instructions Tab

Microsoft Excel - TEST

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C27 = 6. Due Date: This field should auto-populate based on your previous selections.

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 **State of New Jersey**
Department of Environmental Protection
Compliance Certification Report

INSTRUCTIONS:

Validation Tab:

This worksheet is used to validate and lock the spreadsheet after it has been completed. Upon completion of the spreadsheet, navigate to the Validation Tab and click the "Validate" button. After clicking "Validate", any validation issues will be displayed. If validation issues appear, you must make corrections to the spreadsheet as directed, return to the Validation Tab, and click "Validate" again. Repeat this process until you do not receive any validation issues. Next, click the "Lock" button to lock the spreadsheet. Once locked, the spreadsheet can be uploaded to the Department's NJEMS central file.

Facility Info and Cert Status Tab:

Section I - Facility Information

1. Facility Name: Enter the New Jersey air pollution facility name. Your facility name should be the same as it appears on the approved operating permit.
2. Program Interest Number: Enter the Program Interest (PI) number for which the Title V annual certification is being

Validate & Prepare to Submit **Instructions** Facility Info and Cert Status Continuous Compliance Summary Deviation Summary

Draw AutoShapes

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Facility Info & Cert Status Tab: Section I

Microsoft Excel - Compliance Certification Report.xls

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Type a question for help

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	A	B	C	D	E	F	G	H	I	J
1	Section I - Facility Information									
2										
3										
4	1) Facility Name:			DEP Test						
5	2) Program Interest Number (5-Digit):			61085						
6										
7	<p>The permittee shall submit to the Department and to the EPA, a periodic compliance certification, in accordance with N.J.A.C. 7:27-22.19(f) and the schedule for submittal of compliance certifications set forth in the compliance plan of your operating permit. The annual compliance certification is due to the Department and the EPA within 60 days of the expiration of each 1-year anniversary of the Initial Operating Permit Approval Date, unless otherwise specified in your approved operating permit.</p>									
8										
9	3) Submittal Type:			Combined			(Choose from List)			
10	4) Is this a revision of an already submitted report?			No			(Choose from List)			
11										
12	5) Reporting Year:			2011						
13										
14	6) This report is due:			03/01/2012						
15				(MM/DD/YYYY)						
16	and covers the reporting period from:			01/01/2011			to:		12/31/2011	
17				(MM/DD/YYYY)					(MM/DD/YYYY)	
18	7) The methods used to determine the compliance status for each permit limitation are, at a minimum, as specified in the approved operating permit.									
19										
20	Section II - Compliance Certification Statement									
21	Compliance Status for the Reporting Period:									
22										
23	a. Pursuant to N.J.A.C. 7:27-22.19(f)1 i, I hereby state that this facility is currently in compliance with all applicable requirements as indicated in the facility specific requirements of my operating permit and has been in continuous compliance for the time period listed in Section I.3 above.									

Ready

Validate & Prepare to Submit / Instructions / **Facility Info and Cert Status** / Continuous Compliance Summary / Deviation Summary /

NUM

Facility Info & Cert Status Tab: Submittal Type

Microsoft Excel - Compliance Certification Report.xls

File Edit View Insert Format Tools Data Window Help

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Section I - Facility Information											
1	1) Facility Name: <u>DEP Test</u>										
2	2) Program Interest Number (5-Digit): <u>61085</u>										
3	The permittee shall submit to the Department and to the EPA, a periodic compliance certification, in accordance with N.J.A.C. 7:27-22.19(f) and the schedule for submittal of compliance certifications set forth in the compliance plan of your operating permit. The annual compliance certification is due to the Department and the EPA within 60 days of the expiration of each 1-year anniversary of the Initial Operating Permit Approval Date, unless otherwise specified in your approved operating permit.										
4	3) Submittal Type: <u>Combined</u> (Choose from List)										
5	4) Is this a revision of an already submitted report? (Choose from List)										
6	5) Reporting Year: _____										
7	6) This report is due: <u>02/01/2012</u> (MM/DD/YYYY)										
8	and covers the reporting period from: <u>01/01/2011</u> to: <u>12/31/2011</u> (MM/DD/YYYY) (MM/DD/YYYY)										
9	7) The methods used to determine the compliance status for each permit limitation are, at a minimum, as specified in the approved operating permit.										
10	Section II - Compliance Certification Statement										
11	Compliance Status for the Reporting Period:										
12	a. Pursuant to N.J.A.C. 7:27-22.19(f)1.i, I hereby state that this facility is currently in compliance with all applicable requirements as indicated in the facility specific requirements of my operating permit and has been in continuous compliance for the time period listed in Section I.3 above.										

Ready NUM

Section II: Compliance Certification Statement

Microsoft Excel - Compliance Certification Report.xls

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Type a question for help

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19											
20			Section II - Compliance Certification Statement								
21			Compliance Status for the Reporting Period:								
22											
23			<input type="radio"/> a. Pursuant to N.J.A.C. 7:27-22.19(f)1.i, I hereby state that this facility is currently in compliance with all applicable requirements as indicated in the facility specific requirements of my operating permit and has been in continuous compliance for the time period listed in Section I.3 above.								
24			<input type="radio"/> b. Pursuant to N.J.A.C. 7:27-22.19(f)1.i, I hereby state that this facility is currently in compliance with all applicable requirements as indicated in the facility specific requirements of operating permit but had periods of non-compliance during the time period listed in Section I.3 above which are listed in the Deviation Summary tab.								
25			<input type="radio"/> c. Pursuant to N.J.A.C. 7:27-22.19(f)1.ii, I hereby state that this facility is in compliance with all applicable requirements as indicated in the facility specific requirements of my operating permit for the time period listed in Section I.3 above except those applicable requirements listed in the compliance schedule, included in my operating permit pursuant to N.J.A.C. 7:27-22.9(c)7, which includes a sequence of actions with milestones leading to compliance with the applicable requirement.								
26			<input type="radio"/> d. Pursuant to N.J.A.C. 7:27-22.19(f)1.iii, I hereby state that this facility is in compliance with all applicable requirements for the time period listed in Section I.3 above as indicated in the facility specific requirements of my operating permit, except for those applicable requirements included in an order or consent decree not incorporated into a compliance schedule.								
27			<input type="radio"/> e. Pursuant to N.J.A.C. 7:27-22.19(f)1.iv, I hereby state that this facility is currently not in compliance with at least one applicable requirement in the facility specific requirements of my operating permit, which are listed in the Deviation Summary tab.								
28			<input type="radio"/> f. None of the above. This is a semi-annual report.								
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Continuous Compliance Summary Tab

Microsoft Excel - Compliance Certification Report.xls

File Edit View Insert Format Tools Data Window Help

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State of New Jersey
Department of Environmental Protection

Section IIIa - Summary of Facility and Emission Unit Compliance Status

Add Rows Insert Row Delete Rows Set All Yes/No

Permit Activity ID	<i>Each unit includes ALL Operating Scenarios (OS), Steps (ST), Control Devices (CD), Emission Point (PT), Group (GR) and Equipment (E) listed under that UNIT or BP</i> Emission Unit/Batch Process	Continuous Compliance Throughout the Reporting Period
BOP080001	FC	Yes
BOP080001	FG, FG2	Yes
BOP080001	U1-U3	Yes
BOP080001	U4	No

Validate & Prepare to Submit Instructions Facility Info and Cert Status **Continuous Compliance Summary** Deviation Summary

Ready NUM

Deviation Summary Tab

Microsoft Excel - Compliance Certification Report.xls

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**State of New Jersey
Department of Environmental
Protection**

Section IIIb - Summary of Facility and Emission Unit Compliance Status

Add Rows Insert Row Delete Rows

Permit Activity Number	Select the Subject Item(s) from the Operating Permit associated with the Deviation.				Requirement Reference #	Requirement Type	Description of Deviation	Compliance Status
	SI Type	SI Number	Operating Scenario	Step Number				
BOP080001	U	4	1	5	Applicable (A)	On July 5, 2011 the facility operated emergency generator U4 for the purposes of normal testing/maintenance, when the air quality in New Jersey was forecast as unhealthy for sensitive groups.		
1.	2.	3.	4.	5.	6.	7.		

Ready

Validate & Prepare to Submit / Instructions / Facility Info and Cert Status / Continuous Compliance Summary / **Deviation Summary** /

NUM

Example of Pertinent Information Contained in Air Permit

Print Preview : Page 1 of 5
 Zoom Percent: 100 Rulers Printer Setup... Print Close

NJDEP (61377) Date: 3/16/2012
 GEN100001
2 & 3.
 Emission Unit: UI (EG-A2)
 OS Summary
 Operating Scenario:

New Jersey Department of Environmental Protection
 Facility Specific Requirements

Ref#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
1	During operation of the emergency generator the Permittee shall not cause, suffer, allow or permit smoke the shade or appearance of which is darker than number 1 on the Ringelmann smoke chart or greater than 20 percent opacity, exclusive of visible condensed water vapor, to be emitted into the outdoor air from the combustion of fuel in any emergency generator for a period of more than 10 consecutive seconds. [N.J.A.C. 7:27-4.2]	Monitored by visual determination annually, based on a 10 consecutive second period. [N.J.A.C. 7:27-8.13(d)]	Recordkeeping by manual logging of parameter or storing data in a computer data system annually. All records created in a calendar year shall be maintained on site for five additional calendar years, and made available to the Department for review, upon request. [N.J.A.C. 7:27-3.6]	Notify by phone: Upon occurrence of event. Upon occurrence of visible emissions, over the allowable amount, the Permittee shall notify the Department immediately of the event. Such notification shall be made by calling the Environmental Action Hotline at (877) 927-6337. [N.J.A.C. 7:27-8.13(d)4]
2	The allowable emission rate for particulates from the combustion of fuel shall be based on the heat input rate to the generator. [N.J.A.C. 7:27-4.2]	None.	None.	None.
3	This equipment shall not cause any air contaminant, including an air contaminant detectable by the sense of smell, to be present in the outdoor atmosphere in such quantity and duration which is, or tends to be, injurious to human health or welfare, animal or plant life or property, or would unreasonably interfere with the enjoyment of life or property, except in areas over which the owner or operator has exclusive use or occupancy. [N.J.A.C. 7:27-5]	None.	Recordkeeping by manual logging of parameter or storing data in a computer data system upon occurrence of event. Permittee shall record in either a permanent bound log book or in readily accessible computer memories instances (date and time) when the operation of equipment has the potential to cause off-property effects. All records must be maintained on site for a minimum of 5 years. [N.J.A.C. 7:27-8.13(d)3]	Notify by phone: Upon occurrence of event. Any operation of the equipment which may cause a release of air contaminants in a quantity or concentration which poses a potential threat to public health, welfare, or the environment or which might reasonably result in citizen complaints shall be reported by the Permittee as required by the Air Pollution Control Act. Such notification shall be made by calling the Environmental Action Hotline at (877) 927-6337. [N.J.S.A. 17:27-10.1]

Ready March 16, 2012 1:44 PM

Deviation Summary Tab Continued

Microsoft Excel - Compliance Certification Report.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

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Section IIIb - Summary of Facility and Emission Unit Compliance Status					
Compliance Status at End of the Reporting Period	Was this Deviation Intermittent or Continuous Throughout the Reporting Period?	Deviation Notification / Department Response Status	Compliance Report Type	Enforcement Action Activity Number	Comm Notification Reference
	Intermittent	Notification, DEP Addressed w/ Enf. Action		PEA110001	07/12/20

Ready NUM

Deviation Summary Tab Continued

Microsoft Excel - Compliance Certification Report.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

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J8

Section 111b - Summary of Facility and Emission Unit Compliance							
Communication Center Notification Number or Reported Date	Recurring Deviation of Requirement	List all Deviation Dates or Date Ranges	Deviation Discovery Date	Affirmative Defense Requested?	Did the Deviation Result in Excess Emissions?	Estimate the Amount of Emissions below	
						Type of Contaminants	Amount (lbs)
07/12/2011	No	July 5, 2011	07/12/2011	No	No		

Ready NUM

Deviation Summary Tab Continued

Microsoft Excel - Compliance Certification Report.xls

Type a question for help

Arial 10

J8

Summary of Facility and Emission Unit Compliance Status					
9	Did the Deviation Result in Excess Emissions?	Estimate the Amount of Emissions below		Describe the steps taken to correct the problem (i.e., steps taken to mitigate excess emissions, equipment repairs, etc.) and the preventive measures employed to avoid future incidents.	Comments
		Type of Contaminants	Amount (lbs.)		
10	No			Implemented employee training program.	
11					
12					
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22					

Ready NUM

Validate & Prepare to Submit / Instructions / Facility Info and Cert Status / Continuous Compliance Summary / **Deviation Summary**

Validate & Prepare to Submit Tab

The screenshot displays a Microsoft Excel window titled "Microsoft Excel - TEST". The interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help), a toolbar with various icons, and a worksheet grid. The worksheet content is as follows:

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At the bottom of the worksheet, there are two buttons: "Validate Spreadsheet" and "Lock Spreadsheet for Submission". The bottom navigation bar shows several tabs, with "Validate & Prepare to Submit" highlighted in green. Other tabs include "Instructions", "Facility Info and Cert Status", "Continuous Compliance Summary", and "Deviation Summary". The status bar at the bottom indicates "Ready" and "NUM".

Validate Spreadsheet: Correct all Invalid Entries

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Compliance Certification Report.xls". The spreadsheet content includes the State of New Jersey Department of Environmental Protection logo and the text "Compliance Certification Report". Two buttons are visible: "Validate Spreadsheet" (circled in green) and "Lock Spreadsheet for Submission". Below the buttons, a red error message is displayed: "INVALID ENTRIES: (* indicates required data) *Continuous Compliance Summary: At least 1 row of data on the Continuous Compliance Summary tab must have a 'Continuous Compliance Throughout the Reporting Year' *Deviation Summary: Row 11 Column: 'Compliance Status at End of the Reporting Year' is required." A green arrow points to the second error message. The bottom status bar shows "Ready" and "NUM".

Microsoft Excel - Compliance Certification Report.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 10

AD1 fx

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State of New Jersey
Department of Environmental Protection
Compliance Certification Report

Validate Spreadsheet Lock Spreadsheet for Submission

INVALID ENTRIES: (* indicates required data)
*Continuous Compliance Summary: At least 1 row of data on the Continuous Compliance Summary tab must have a 'Continuous Compliance Throughout the Reporting Year'
*Deviation Summary: Row 11 Column: 'Compliance Status at End of the Reporting Year' is required.

Validate & Prepare to Submit Instructions Facility Info and Cert Status Continuous Compliance Summary Deviation Summary

Ready NUM

Example of Correcting Invalid Entries

Microsoft Excel - Compliance Certification Report.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 10

U23

Section IIIb - Summary of Facility and Emission Unit Compliance Status

Insert Row Delete Rows

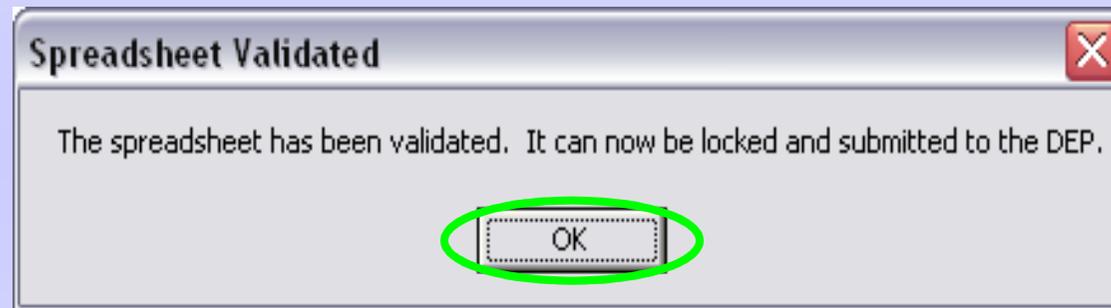
Subject Item(s) from the Operating associated with the Deviation.								Compliance Status at End of the Reporting Period	Was the Intentional? Continue the Reporting Period?
SI Number	Operating Scenario	Step Number	Requirement Reference #	Requirement Type	Description of Deviation				
4	1		5	Applicable (A)	On July 5, 2011 the facility operated emergency generator U4 for the purposes of normal testing/maintenance, when the air quality in New Jersey was forecast as unhealthy for sensitive groups.		Intermittent		

Ready

NUM

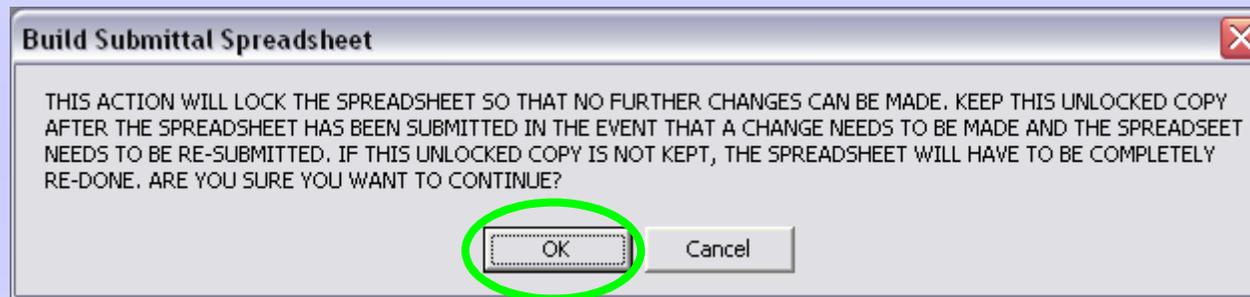
Deviation Summary

Spreadsheet Validated Confirmation



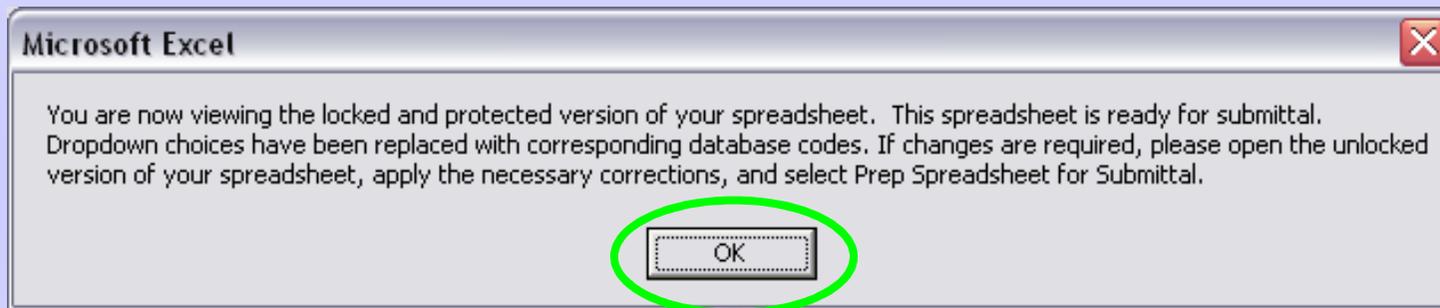
Lock Spreadsheet

Step 1: Unlocked Copy Created - Select OK



Step 2 : Viewing Locked Copy

Select OK



Close Spreadsheet - Save Changes “YES”

Microsoft Excel - Compliance Certification Report2_03152012_locked.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 10 B I U

A14 fx

State of New Jersey
Department of Environmental Protection

Section IIIa - Summary of Facility and Emission Unit Compliance Status

Add Rows Insert Row Delete Rows Set All Yes/No

Microsoft Excel

Do you want to save the changes you made to 'Compliance Certification Report2_03152012_locked.xls'?

Yes No Cancel

Permit Activity I		Compliance Reporting Period
BOP080001		
BOP080001	FG, FG2	Yes
BOP080001	U1-U3	Yes

Instructions Facility Info and Cert Status Continuous Compliance Summary Deviation Summary

Ready NUM

How to Submit A Electronic Periodic Compliance Cert. NJDEP Online: My Workspace - Air Program

The screenshot shows the NJDEP Online 'My Workspace' interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and the 'njdep online' logo. A horizontal menu contains several tabs: 'My Workspace' (highlighted with a green circle), 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. Below the menu, the user is logged in as 'Aisha Alvi (AISHAH)'. The main content area is titled 'MY WORKSPACE' and features a 'Service Selection' section. A note states: 'Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.' Under the 'Air Program' heading, there is a list of services: 'General Permits', 'Permit/Certificate Folder', 'Permit/Certificate Renewals', 'NOx RACT Combustion Adjustment', 'Excess Emission Monitoring Performance Reports (EEMPR)', and 'Periodic Compliance Certification'. A green arrow points to the 'Periodic Compliance Certification' link. A 'Configure Services' button is located at the bottom right of the service selection area. The browser's address bar shows the URL 'https://www11.state.nj.us/DEP_RSP/Orchestrate.do'.

Step 1: Instructions

The screenshot shows the NJDEP Online interface in a Windows Internet Explorer browser. The browser's address bar displays the URL: https://www11.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&orchestrationId=NJDEP-EPC-EnforcementCompliar. The page header includes navigation links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments', along with a search bar and the NJDEP logo. A secondary header contains 'njdep home', 'about dep', 'index by topic', 'programs/units', and 'dep online'. Below this is a menu with tabs for 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. The user is logged in as 'Aisha Alvi (AISHAH)' and the version is 4.5. The main content area is titled 'INSTRUCTIONS' and contains the heading 'Instructions for Completing a Periodic Certification Spreadsheet'. A sidebar on the left lists steps 1 through 9, with '1 - Instructions' circled in green. A green arrow points from this step to the main heading. Below the heading, there is a paragraph of text: 'View and print detailed instructions on completing a Periodic Certification Spreadsheet. Once you have read the instructions, click 'Continue' to complete and submit a Periodic Certification Spreadsheet. Click 'Return to Workspace' to go back to My Workspace.' A green arrow points from this text to a link labeled 'View and Print Instructions'. Another green arrow points from this link to a 'Continue' button and a 'Return to Workspace' button.

Version: 4.5
Currently logged in: Aisha Alvi (AISHAH) [Help](#) | [Logout](#)

INSTRUCTIONS

Instructions for Completing a Periodic Certification Spreadsheet

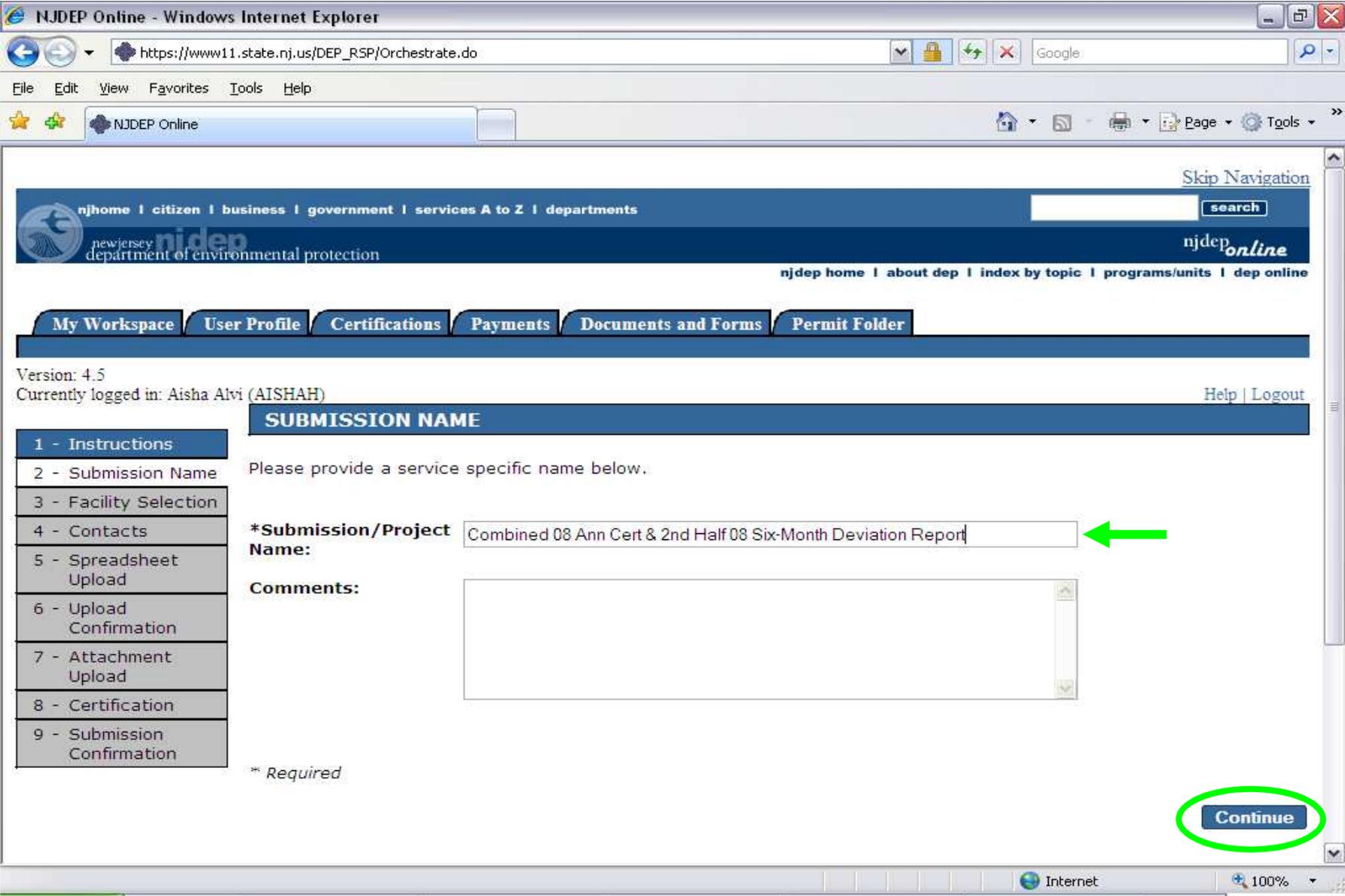
[View and print detailed instructions on completing a Periodic Certification Spreadsheet.](#) Once you have read the instructions, click 'Continue' to complete and submit a Periodic Certification Spreadsheet. Click 'Return to Workspace' to go back to My Workspace.

[View and Print Instructions](#)

[Continue](#) [Return to Workspace](#)

1 - Instructions
2 - Submission Name
3 - Facility Selection
4 - Contacts
5 - Spreadsheet Upload
6 - Upload Confirmation
7 - Attachment Upload
8 - Certification
9 - Submission Confirmation

Step 2: Submission Name



The screenshot shows a web browser window titled "NJDEP Online - Windows Internet Explorer" with the URL "https://www11.state.nj.us/DEP_RSP/Orchestrate.do". The page header includes navigation links like "njhome", "citizen", "business", "government", "services A to Z", and "departments". A search bar is present in the top right. Below the header is a menu with tabs: "My Workspace", "User Profile", "Certifications", "Payments", "Documents and Forms", and "Permit Folder". The main content area is titled "SUBMISSION NAME" and contains the instruction "Please provide a service specific name below." There are two input fields: "*Submission/Project Name:" with the text "Combined 08 Ann Cert & 2nd Half 08 Six-Month Deviation Report" and "Comments:" with an empty text area. A green arrow points to the "Submission/Project Name" field. A "Continue" button is circled in green at the bottom right. The footer shows "Internet" and "100%" zoom level.

Step 3: Facility Selection, Click on Access Facility Icon

The screenshot shows the NJDEP Online interface in a Windows Internet Explorer browser. The browser address bar displays https://www11.state.nj.us/DEP_RSP/Orchestrate.do. The page features a navigation menu with tabs for My Workspace, User Profile, Certifications, Payments, Documents and Forms, and Permit Folder. Below the navigation menu, the user is logged in as Michael Lutz (MLUTZ). The main content area is titled "FACILITY SELECTION" and contains a table with the following data:

Facility	Facility ID	Municipality	Access Type	Access Facility
NJDEP	61377	Trenton City	Individual With Direct Knowledge	

Below the table, a note states: "Clicking a column title will sort the table by that column." A green arrow points to the Access Facility icon in the table row. On the left side of the page, there is a vertical menu with the following items: 1 - Instructions, 2 - Submission Name, 3 - Facility Selection, 4 - Contacts, 5 - Spreadsheet Upload, 6 - Upload Confirmation, 7 - Attachment Upload, 8 - Certification, and 9 - Submission Confirmation. A "Please Note" section at the bottom left of the menu states: "You may click on a previously visited page (above) to navigate back to that screen." The browser's status bar at the bottom shows "Internet" and "100%".

Step 4: Contacts, Enter Contact Information & Phone Number

1. Compliance Certification Contact

Note: Selecting an option below will replace all information for this contact.

Save to My Favorite Contacts

***First Name:**

Middle Initial:

***Last Name:**

Title:

***E-Mail Address:**

***Confirm E-Mail:**

Organization Name:

Organization Type:

Address Line 1:

Address Line 2:

Address Line 3:

County:

City:

State:

Zip Code:

*** At least 1 phone number is required.**

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

** Required*

Note: Please enter contact information on ALL required tabs before clicking Continue.

Step 5: Spreadsheet Upload - Browse & Find Locked Doc.

The screenshot shows the NJDEP Online portal in a Windows Internet Explorer browser. The address bar displays the URL: https://www11.state.nj.us/DEP_RSP/Orchestrate.do. The page header includes the NJDEP logo and navigation links such as "njhome", "citizen", "business", "government", "services A to Z", and "departments". A search bar is also present.

The main navigation menu includes: **My Workspace**, **User Profile**, **Certifications**, **Payments**, **Documents and Forms**, and **Permit Folder**.

The user is logged in as Aisha Alvi (AISHAH) with ID 61085 at the DEP AIR TEST SITE. The page title is "SPREADSHEET UPLOAD".

The sidebar on the left lists the following steps:

- 1 - Instructions
- 2 - Submission Name
- 3 - Facility Selection
- 4 - Contacts
- 5 - Spreadsheet Upload
- 6 - Upload Confirmation
- 7 - Attachment Upload
- 8 - Certification
- 9 - Submission Confirmation

The main content area contains the following instructions:

Select the Operating Permit Self Compliance spreadsheet document and click on the Continue button:

C:\Documents and Settings\ [Browse...] 

Only one spreadsheet is allowed for upload. The last file uploaded becomes the one used.

The **Continue** button is circled in green.

Click on Continue - Uploading Spreadsheet

The screenshot shows a web browser window titled "NJDEP Online - Windows Internet Explorer". The address bar displays "https://www11.state.nj.us/DEP_RSP/Orchestrate.do". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". A search bar with the text "Google" is visible. The page content includes a navigation bar with links for "njhome", "citizen", "business", "government", "services A to Z", and "departments". Below this is the "njdep" logo and "department of environmental protection". A "Skip Navigation" link is present in the top right. A secondary navigation bar contains "njdep home", "about dep", "index by topic", "programs/units", and "dep online". A horizontal menu below features tabs for "My Workspace", "User Profile", "Certifications", "Payments", "Documents and Forms", and "Permit Folder". The main content area shows the user is logged in as "Aisha Alvi (AISHAH)" at the "DEP AIR TEST SITE". A "SPREADSHEET UPLOAD" section is active, displaying the message "Uploading spreadsheet. Please wait..." and a warning: "Please do not click any buttons until processing has stopped and this message has disappeared." On the left, a vertical list of steps is shown, with "5 - Spreadsheet Upload" highlighted. The status bar at the bottom indicates the page is waiting for the URL "https://www11.state.nj.us/DEP_RSP/Orchestrate.do...".

Version: 4.5
Currently logged in: Aisha Alvi (AISHAH) 61085 DEP AIR TEST SITE Help | Logout

SPREADSHEET UPLOAD

Uploading spreadsheet. Please wait...

Please do not click any buttons until processing has stopped and this message has disappeared.

- 1 - Instructions
- 2 - Submission Name
- 3 - Facility Selection
- 4 - Contacts
- 5 - Spreadsheet Upload
- 6 - Upload Confirmation
- 7 - Attachment Upload
- 8 - Certification
- 9 - Submission Confirmation

Waiting for https://www11.state.nj.us/DEP_RSP/Orchestrate.do...

Step 6: Upload Confirmation - Click “Yes”

The screenshot shows a web browser window titled "NJDEP Online - Windows Internet Explorer". The address bar shows the URL "https://www11.state.nj.us/DEP_RSP/Orchestrate.do". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content includes a navigation bar with links for "njhome", "citizen", "business", "government", "services A to Z", and "departments". Below this is a search bar and the "njdep online" logo. A secondary navigation bar contains "njdep home", "about dep", "index by topic", "programs/units", and "dep online". A horizontal menu below features "My Workspace", "User Profile", "Certifications", "Payments", "Documents and Forms", and "Permit Folder". The main content area displays "Version: 4.5" and "61085". It indicates the user is logged in as "Aisha Alvi (AISHAH)" at the "DEP AIR TEST SITE". A "Help | Logout" link is present. The central heading is "UPLOAD CONFIRMATION". Below this, a message asks the user to verify information and select YES. The information to be verified is: "File Uploaded: ComplianceCertificationReport__04212009_locked.xls", "Submittal Type: Second Semi-Annual Report", and "Reporting Period: 07/01/2008-12/31/2008". At the bottom right of this section are two buttons: "Yes" and "No". The "Yes" button is circled in green. On the left side, a vertical list of steps is shown, with "6 - Upload Confirmation" highlighted in blue, indicating the current step. Other steps include "1 - Instructions", "2 - Submission Name", "3 - Facility Selection", "4 - Contacts", "5 - Spreadsheet Upload", "7 - Attachment Upload", "8 - Certification", and "9 - Submission Confirmation". The browser's status bar at the bottom shows "Done", "Internet", and "100%".

Step 7: Attachment Upload (optional), Browse & Find Attachments, and Click Upload

NJDEP Online - Windows Internet Explorer

https://www11.state.nj.us/DEP_RSP/Orchestrate.do?orchestrationId=Core-Certification-Single-Sur

File Edit View Favorites Tools Help

Search Ask Facebook Listen to music Amazon YouTube Options

NJDEP Online

Currently logged in: Michael Lutz (MLUTZ) NJDEP Help | Logout

ATTACHMENT UPLOAD

Upload New Attachments

Maximum File Size: 10 Mb
Maximum Files to Upload: 10
Allowed Attachment Types: xls,txt,doc,rtf,pdf,ppt,jpg,gif,png,tif

Here is where you may upload any required HardCopy Attachment files, among others.

*Attachment Name:	Description:	*File:
		Browse...

* Required

Upload

Uploaded Attachments

There are no attachments for uploading at this time.

Continue

Internet 100%

Step 8: Certification, Click on the Blue Ribbon

The screenshot shows a web browser window titled "NJDEP Online - Windows Internet Explorer" with the URL "https://www11.state.nj.us/DEP_RSP/Orchestrate.do". The page header includes navigation links like "njhome", "citizen", "business", "government", "services A to Z", and "departments". A search bar is present. Below the header, there are tabs for "My Workspace", "User Profile", "Certifications", "Payments", "Documents and Forms", and "Permit Folder". The "Certifications" tab is active.

The main content area shows the user is logged in as "Aisha Alvi (AISHAH)" and is viewing a "CERTIFICATION - SINGLE SUBMISSION SUMMARY" for "23052 - Combined 08 Ann Cert & 2nd Half 08 Six-Month Deviation Report". A message states: "To certify electronically, please click on the blue ribbon." Below this is a table with the following data:

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
✓		Individual With Direct Knowledge	Not Certified	No notifications sent.			
✓		Responsible Official	Not Certified	No notifications sent.			

A green arrow points to the blue ribbon icon in the "Certify Electronically" column of the first row. Below the table, there are buttons for "Send Notifications", "Add Certification Type", and "Continue".

Certification of the Individual w/Direct Knowledge Type in Cert. PIN, and Click Certify

The screenshot shows the NJDEP Online application interface in a Windows Internet Explorer browser. The browser address bar shows the URL: https://www11.state.nj.us/DEP_RSP/Orchestrate.do?orchestrationId=Core-Certification-Single-Summary&Core-Certif. The page title is "NJDEP Online".

The navigation menu includes: My Workspace, User Profile, Certifications, Payments, Documents and Forms, and Permit Folder. The current user is logged in as Aisha Alvi (AISHAH) with user ID 61085. The site is identified as "DEP AIR TEST SITE".

The main heading is "CERTIFICATION - SINGLE APPLICATION - INDIVIDUAL WITH DIRECT KNOWLEDGE". Below this is a table with the following data:

Service ID	Submittal Type	Creation Date	View
23052	Air Program - Periodic Compliance Certification - Periodic Compliance Certification	04/17/2009	

The certification section is titled "Certification of the Individual With Direct Knowledge". It contains a statement: "I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

The certifying party information is as follows:

- Name of Certifying Party: Aisha Alvi
- User ID of Certifying Party: AISHAH

The "Certification PIN" field is highlighted with a green arrow. It is a text input field containing six dots, with the label "(Case-Sensitive)" to its right. Below the field is a note: "* Required".

A note below the PIN field states: "Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement."

At the bottom right, there are three buttons: "Certify" (circled in green), "Forgot Certification PIN", and "Cancel".

Certification Successful for IDK

The screenshot shows a web browser window titled "NJDEP Online - Windows Internet Explorer" with the URL "https://www11.state.nj.us/DEP_RSP/Orchestrate.do". The page header includes navigation links like "njhome", "citizen", "business", "government", "services A to Z", and "departments". A search bar is present. Below the header, there are tabs for "My Workspace", "User Profile", "Certifications", "Payments", "Documents and Forms", and "Permit Folder". The user is logged in as "Aisha Alvi (AISHAH)" at "DEP AIR TEST SITE". The main content area is titled "CERTIFICATION - SINGLE SUBMISSION SUMMARY" for submission "23052 - Combined 08 Ann Cert & 2nd Half 08 Six-Month Deviation Report". A message states: "To certify electronically, please click on the blue ribbon." Below this is a table with columns: Required, Name, Certifier Type, Certifier Status, Notification Status, Certify Electronically, Certify via Paper, and Remove Certifier. The table contains two rows: one for Aisha Alvi (Individual With Direct Knowledge) who is "Certified on 04/21/2009" (circled in green), and another for a Responsible Official who is "Not Certified". At the bottom of the table, it says "Clicking a column title will sort the table by that column." There are three buttons: "Send Notifications", "Add Certification Type", and "Continue".

Version: 4.5
Currently logged in: Aisha Alvi (AISHAH) 61085 DEP AIR TEST SITE Help | Logout

CERTIFICATION - SINGLE SUBMISSION SUMMARY

23052 - Combined 08 Ann Cert & 2nd Half 08 Six-Month Deviation Report

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
	Aisha Alvi	Individual With Direct Knowledge	Certified on 04/21/2009	No notifications sent.			
		Responsible Official	Not Certified	No notifications sent.			

Clicking a column title will sort the table by that column.

[Send Notifications](#) [Add Certification Type](#) [Continue](#)

Send Notifications to IDK and RO

NJDEP Online - Windows Internet Explorer
https://www11.state.nj.us/DEP_RSP/Orchestrate.do

File Edit View Favorites Tools Help

NJDEP Online

njdep home | about dep | index by topic | programs/units | dep online

My Workspace User Profile Certifications Payments Documents and Forms Permit Folder

Version: 4.6 61085
Currently logged in: Lauren Keltos (LKELTOS) DEP AIR TEST SITE Help | Logout

CERTIFICATION - SINGLE SUBMISSION SUMMARY

32551 - 2009 1st half dev report

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
✓		Individual With Direct Knowledge	Not Certified	No Notifications Sent			
✓		Responsible Official	Not Certified	No Notifications Sent			
		Individual With Direct Knowledge	Not Certified	No Notifications Sent			

Clicking a column title will sort the table by that column.

Send Notifications Add Certification Type Continue

1 Instructions
2 Submission Name
3 Facility Selection
4 Contacts
5 Spreadsheet Upload
6 Upload Confirmation
7 Attachment Upload
8 - Certification
9 Submission Confirmation

Start Microsoft PowerPoin... State of New Jersey ... NJDEP Online - Wi... Internet 100% 3:46 PM

Send Notifications to Responsible Official and Individual w/ Direct Knowledge

Version: 4.11
Currently logged in: Michael Lutz (MLUTZ) 61377 NJDEP

E-MAIL NOTIFICATION

Select one or more users to send a certification reminder email.

Name	Certifier Type	Email Address	Notification Status
<input type="checkbox"/> Georgette Bunch	Responsible Official	georgette.bunch@treas.state.nj.us	No notifications sent.
<input type="checkbox"/> Michael Lutz	Individual With Direct Knowledge	michael.lutz@dep.state.nj.us	No notifications sent.

Clicking a column title will sort the table by that column.

Send Notification Cancel

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Email Notification Confirmation to RO or IDK

The screenshot shows a web browser window titled "NJDEP Online - Windows Internet Explorer". The address bar displays "https://www11.state.nj.us/DEP_RSP/Orchestrate.do". The page content includes a navigation menu with tabs: "My Workspace", "User Profile", "Certifications", "Payments", "Documents and Forms", and "Permit Folder". Below the menu, the user is logged in as "Lauren Keltos (LKELTOS)" at the "DEP AIR TEST SITE". The page title is "E-MAIL NOTIFICATION". A message states: "Notifications have been sent to the following users:". Below this is a table with two columns: "Name" and "Email Address". The table lists two users: "Aisha Alvi" with email "aisha.alvi@dep.state.nj.us" and "Hiram Oser" with email "hiram.oser@comcast.net". A note below the table says "Clicking a column title will sort the table by that column." A "Continue" button is highlighted with a green circle. The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time "3:52 PM".

Version: 4.6
61085
Currently logged in: Lauren Keltos (LKELTOS) DEP AIR TEST SITE Help | Logout

E-MAIL NOTIFICATION

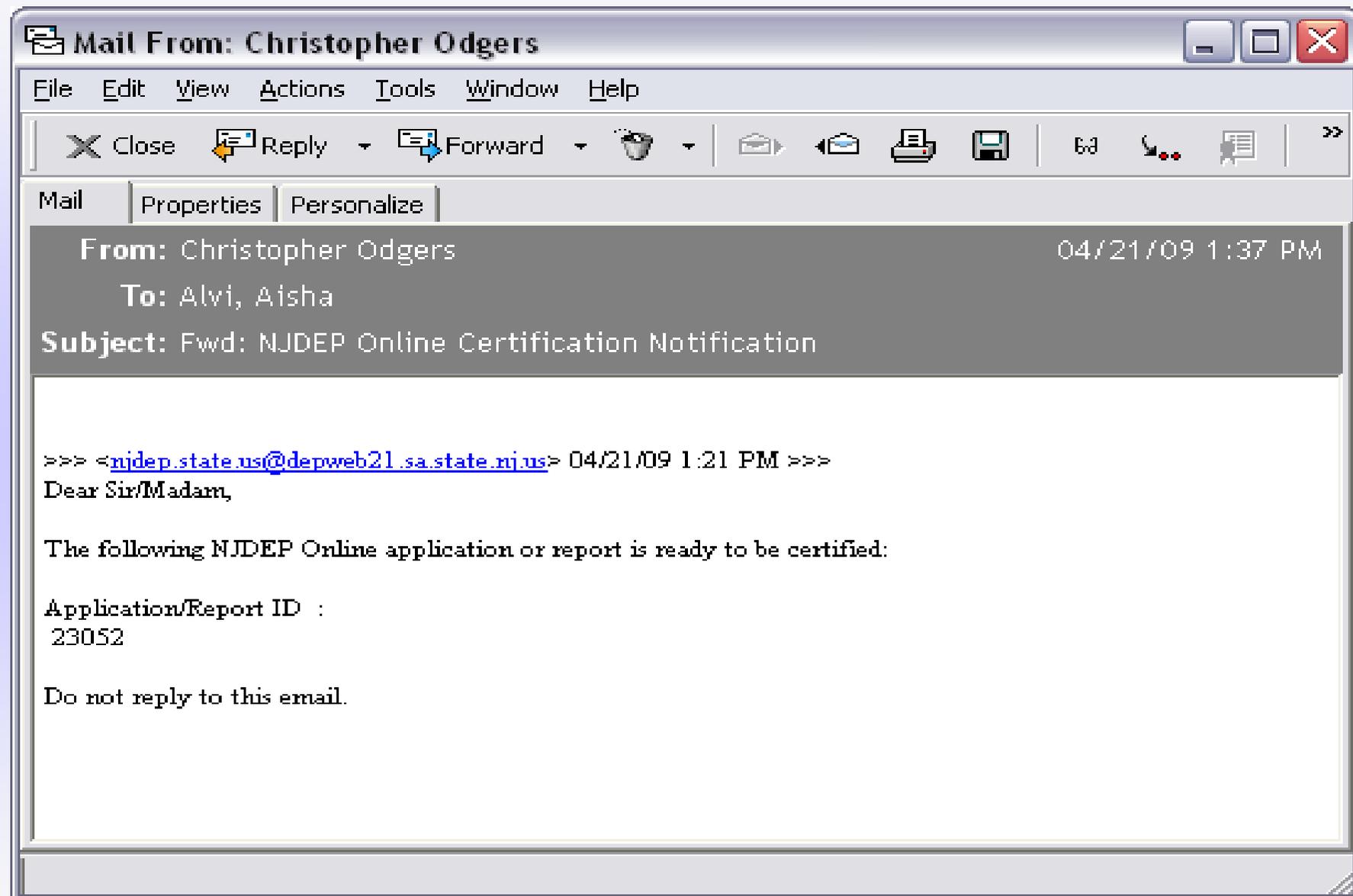
Notifications have been sent to the following users:

Name	Email Address
Aisha Alvi	aisha.alvi@dep.state.nj.us
Hiram Oser	hiram.oser@comcast.net

Clicking a column title will sort the table by that column.

[Continue](#)

Example of Email Notification



RO or IDK Logs Into DEP Online, Select Certifications Tab

The screenshot shows a Windows Internet Explorer browser window displaying the NJDEP Online portal. The address bar shows the URL https://www11.state.nj.us/DEP_RSP/Orchestrate.do. The page header includes the NJDEP logo and navigation links such as [njhome](#), [citizen](#), [business](#), [government](#), [services A to Z](#), and [departments](#). A search bar is also present. The main navigation menu features tabs for [My Workspace](#), [User Profile](#), [Certifications](#) (highlighted with a green circle), [Payments](#), [Documents and Forms](#), and [Permit Folder](#). Below the navigation, the user is logged in as Aisha Alvi (AISHAH). The **MY WORKSPACE** section includes a **Service Selection** area with a note: "Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below." Two columns of services are listed: **Division of Water Quality** (with link [NJPDES Monitoring Reports \(DMRs, WCRs, RTRs\)](#)) and **Air Program** (with links for [General Permits](#), [Permit/Certificate Folder](#), [Permit/Certificate Renewals](#), [NOx RACT Combustion Adjustment](#), [Excess Emission Monitoring Performance Reports \(EEMPR\)](#), and [Periodic Compliance Certification](#)). A **Configure Services** button is located at the bottom right of the service selection area. The footer of the page shows **My Facilities/Program Interests**.

Certifications Tab: Periodic Compliance Certification, Click Blue Ribbon

NJDEP Online - Windows Internet Explorer

https://www11.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&orchestrationId=Core-Certification-MU

Yahool Search

NJDEP Online

CERTIFICATION - MULTIPLE APPLICATIONS SUMMARY

The following permit(s)/application(s)/submission(s) require certification and must be completed prior to submission of these permit(s)/application(s)/submission(s). Please click on the certification icon to certify individually.

Air Program

General Permits - Individual With Direct Knowledge

Service ID	Facility Name	Submittal Name	Submittal Type	Created On	Certify
148110	DEP AIR TEST SITE	GP 1 Cert Test	GP-001 Bulk Solid Materials Receiving and Storage Systems	08/16/2011	
187192	DEP AIR TEST SITE	Demo	GP-010 Non-Hap VOC Solvent Degreasing Operations	03/14/2012	

Clicking a column title will sort the table by that column.

Periodic Compliance Certification - Individual With Direct Knowledge

Service ID	Facility Name	Submittal Name	Submittal Type	Created On	Certify
163451	DEP AIR TEST SITE	test for &	Operating Permit Periodic Compliance Certification	10/26/2011	
187216	DEP AIR TEST SITE	1st Half 2012 Six Mon Dev Demo	Operating Permit Periodic Compliance Certification	03/14/2012	
180516	DEP AIR TEST SITE	Annual Compliance Certification for 2011	Operating Permit Periodic Compliance Certification	02/02/2012	

Clicking a column title will sort the table by that column.

Certifications History

Start | Novell GroupWise - M... | New Jersey Environm... | NJDEP Online - Win... | Microsoft PowerPoint... | 2:44 PM

Viewing the Locked Document to be Certified

The screenshot shows a web browser window titled "NJDEP Online - Windows Internet Explorer". The address bar contains the URL: https://www11.state.nj.us/DEP_RSP/Orchestrate.do?orchestrationId=Core-Certification-Single-Summary&Core-Certif. The page header includes "Version: 4.5", "61085", "Currently logged in: chris odgers (CODGERS)", "DEP AIR TEST SITE", and "Help | Logout". A blue banner reads "CERTIFICATION - SINGLE APPLICATION - RESPONSIBLE OFFICIAL".

Service ID	Submittal Type	Creation Date	View
23052	Air Program - Periodic Compliance Certification - Periodic Compliance Certification	04/17/2009	

Certification of the Responsible Official

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Name of Certifying Party: chris odgers

User ID of Certifying Party: CODGERS

***Certification PIN:** (Case-Sensitive)

** Required*

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

Certify **Forgot Certification PIN** **Cancel**

The status bar at the bottom shows "Done", "Internet", and "100%". A green arrow points to the "View" icon in the table.

Viewing the Locked Document, Click the Link Under Specific Registration Information

The screenshot shows a web browser window titled "NJDEP Online - Windows Internet Explorer". The address bar contains the URL: https://www11.state.nj.us/DEP_RSP/Orchestrate.do?orchestrationId=NJDEP-EPC-EnforcementCompliance&btnAction=ViewService&transaction_id. The page content is organized into several sections:

- Facility Profile**:
 - Facility ID:** 61085
 - Facility Name:** DEP AIR TEST SITE
 - County:** Mercer
 - Facility Location:** 401 E STATE ST, THIS IS LINE 2, THIS IS LINE 3, Trenton, NJ 08625
 - Mailing Address:** 401 E STATE ST, THIS IS LINE 2, THIS IS LINE 3, Trenton, NJ 08625
- Contacts**:
 - Name:** Lauren Keltos
 - Title:**
 - Contact Type:** Compliance Certification Contact
 - E-Mail:** lauren.keltos@dep.state.nj.us
 - Phone:** 6092923187 (Work Phone Number)
- Specific Registration Information**: A blue header bar with a link below it: [Click here to review the uploaded form.](#) This link is circled in green.
- Certification**: A blue header bar.

At the bottom right of the page content, there is a "Return" button. The browser's status bar shows "Done" and "Local intranet". The taskbar at the bottom includes the Start button and several open applications: "New Jersey Environ...", "Microsoft PowerPoin...", "State of New Jersey ...", and "NJDEP Online - Wi...". The system tray shows the time as 8:45 AM.

Viewing the Locked Document

https://www11.state.nj.us/DEP_RSP/pages/documentStream.jsp?fileid=[B@166672b - Windows Internet Explorer

https://www11.state.nj.us/DEP_RSP/pages/documentStream.jsp?fileid=[B@166672b

File Edit View Insert Format Tools Data Go To Favorites Help

https://www11.state.nj.us/DEP_RSP/pages/...

F13

	A	B	C	D	E	F	G	H	I	J	K
1	Section I - Facility Information										
2											
3											
4	1) Facility Name:		DEP Air Test Site								
5	2) Program Interest Number (5-Digit):		61085								
6											
7	<p>The permittee shall submit to the Department and to the EPA, a periodic compliance certification, in accordance with N.J.A.C. 7:27-22.19(f) and the schedule for submittal of compliance certifications set forth in the compliance plan of your operating permit. The annual compliance certification is due to the Department and the EPA within 60 days of the expiration of each 1-year anniversary of the Initial Operating Permit Approval Date, unless otherwise specified in your approved operating permit.</p>										
8											
9	3) Submittal Type:		First Semi-Annual Report			(Choose from List)					
10	4) Is this a revision of an already submitted report?		No			(Choose from List)					
11											
12	5) Reporting Year:		2009								
13											
14	6) This report is due:		07/30/2009								
15	<i>(MM/DD/YYYY)</i>										
16	and covers the reporting period from:		01/01/2009			to:		06/30/2009			
17	<i>(MM/DD/YYYY)</i>										
18											
19	7) The methods used to determine the compliance status for each permit limitation are, at a minimum, as specified in the approved operating permit.										

Instructions Facility Info and Cert Status Continuous Compliance Summary Deviation Summary

Start Microsoft PowerPoin... State of New Jersey ... NJDEP Online - Wind... https://www11.s... 4:30 PM

Certification by the Responsible Official

NJDEP Online - Windows Internet Explorer

https://www11.state.nj.us/DEP_RSP/Orchestrate.do?orchestrationId=Core-Certification-Single-Summary&Core-Certif

File Edit View Favorites Tools Help

NJDEP Online

Version: 4.5 61085
Currently logged in: chris odgers (CODGERS) DEP AIR TEST SITE Help | Logout

CERTIFICATION - SINGLE APPLICATION - RESPONSIBLE OFFICIAL

Service ID	Submittal Type	Creation Date	View
23052	Air Program - Periodic Compliance Certification - Periodic Compliance Certification	04/17/2009	

Certification of the Responsible Official

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Name of Certifying Party: chris odgers

User ID of Certifying Party: CODGERS

***Certification PIN:** (Case-Sensitive) ←

** Required*

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

Certify **Forgot Certification PIN** **Cancel**

Done Internet 100%

N.J.A.C. 7:27-1.39 Two Part Certification

- **Individual With Direct Knowledge** "I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."
- **Responsible Official** "I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."
- A **Responsible Official** is defined in N.J.A.C. 7:27-1.4 as follows:
 - For a corporation:** A president, secretary, treasurer, or vice president of the corporation; any other person who performs similar policy or decision making functions for the corporation; or a duly authorized representative responsible for the overall operation of a facility (plant manager, etc.)
 - For a partnership:** A general partner.
 - For a sole proprietorship:** The proprietor
 - For a government agency:** Either a principal executive officer or ranking elected official.

Certification Complete Return to My Workspace: My Services – In Progress

The screenshot shows the NJDEP Online portal in Internet Explorer. The user is logged in as Michael Lutz (MLUTZ). The 'My Services - In Progress' section is expanded, showing a table of applications. A green arrow points to the 'View' icon for the first application.

Version: 4.11
Currently logged in: Michael Lutz (MLUTZ) [Help](#) | [Logout](#)

MY WORKSPACE

- Service Selection
- My Facilities/Program Interests
- My Services - In Progress**
- My Services - Submitted

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View	History	Remove
187498	1	NJDEP	Operating Permit Periodic Compliance Certification	In-Progress	03/15/2012	03/16/2012			

Clicking a column title will sort the table by that column.

Step 9: NJDEP Submission Confirmation

The screenshot shows a web browser window titled "NJDEP Online - Windows Internet Explorer". The address bar displays "https://www11.state.nj.us/DEP_RSP/Orchestrate.do". The page header includes navigation links like "njhome", "citizen", "business", "government", "services A to Z", and "departments". A search bar is present on the right. Below the header, there are tabs for "My Workspace", "User Profile", "Certifications", "Payments", "Documents and Forms", and "Permit Folder". The main content area shows "Version: 4.5" and "Currently logged in: chris odgers (CODGERS)". The page title is "SUBMISSION CONFIRMATION". A green box highlights the confirmation message: "The following was successfully submitted: Submission: 23052:Combined 08 Ann Cert & 2nd Half 08 Six-Month Deviation Report. Your application has been submitted. We will contact you if further information is needed." A "Return to Workspace" button is circled in green. A sidebar on the left lists steps 1 through 9, with "9 - Submission Confirmation" selected. The status bar at the bottom shows "Internet" and "100%".

Submission Confirmation

The following was successfully submitted:

Submission: 23052:Combined 08 Ann Cert & 2nd Half 08 Six-Month Deviation Report

Your application has been submitted. We will contact you if further information is needed.

[Return to Workspace](#)

My Workspace: My Services – Submitted

NJDEP Online - Windows Internet Explorer
 https://www11.state.nj.us/DEP_RSP/Orchestrate.do?initiate=true&orchestrationId=Core-Workspace

File Edit View Favorites Tools Help

NJDEP Online

My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View	History	Remove
32551	2009 1st half dev report	DEP AIR TEST SITE	Operating Permit Periodic Compliance Certification	Awaiting Certification	10/05/2009	10/12/2009			
28744	test	DEP AIR TEST SITE	Operating Permit Periodic Compliance Certification	In-Progress	08/05/2009	08/05/2009			

Clicking a column title will sort the table by that column.

My Services - Submitted

Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to Portalcomments@dep.state.nj.us for assistance. Please include the Service ID number of the failed submittal in the message.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View	History	Permit
27840	1st Half 2009 Six Month Deviation Report	DEP AIR TEST SITE	Operating Permit Periodic Compliance Certification	Submission Successful	07/23/2009	07/23/2009			
27293	1st half 2009 6-mon	DEP AIR TEST SITE	Operating Permit Periodic Compliance Certification	Submission Successful	07/15/2009	07/24/2009			
21106	test	DEP AIR TEST SITE	NOx RACT Combustion Adjustment	Submission Successful	02/25/2009	02/25/2009			

Clicking a column title will sort the table by that column.

Internet 100%

Start Microsoft PowerPoin... State of New Jersey ... NJDEP Online - Wi... 4:23 PM

EPA Submittal: Click on Printer Friendly Version & Print

The screenshot shows the NJDEP Online web application interface. The browser window title is "NJDEP Online - Windows Internet Explorer". The address bar shows the URL: https://www11.state.nj.us/DEP_RSP/Orchestrate.do?orchestrationId=NJDEP-EPC-EnforcementCompliance&btnAction=ViewService&transaction_id. The page has a navigation menu with tabs: My Workspace, User Profile, Certifications, Payments, Documents and Forms, and Permit Folder. The main content area displays the following information:

Version: 4.6
Currently logged in: Lauren Keltos (LKELTOS) 61085 DEP AIR TEST SITE Help | Logout

SERVICE SUMMARY

Facility Profile

Facility ID:	61085
Facility Name:	DEP AIR TEST SITE
County:	Mercer
Facility Location:	401 E STATE ST THIS IS LINE 2 THIS IS LINE 3 Trenton, NJ 08625
Mailing Address:	401 E STATE ST THIS IS LINE 2 THIS IS LINE 3 Trenton, NJ 08625

Contacts

Name:	Lauren Keltos
Title:	
Contact Type:	Compliance Certification Contact
E-Mail:	lauren.keltos@dep.state.nj.us
Phone:	6095844100 (Work Phone Number)

A green arrow points to the "Printer Friendly Version" link in the top right corner of the main content area.

EPA Submittal: Print the Locked Document and Sign to Certify

Contacts

Name: Lauren Keltos
Title:
Contact Type: Compliance Certification Contact
E-Mail: lauren.keltos@dep.state.nj.us
Phone: 6095844100 (Work Phone Number)

Specific Registration Information

[Click here to review the uploaded form.](#)

Certification

"I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Lauren Keltos
Individual With Direct Knowledge

07/23/2009
Date

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Lauren Keltos
Responsible Official

07/23/2009
Date

Return

EPA Submittal: View and Print the Rest of the Locked Document

THIS IS LINE 3
Trenton, NJ 08625

Contacts

Name: Lauren Keltos
Title:
Contact Type: Compliance Certification Contact
E-Mail: lauren.keltos@dep.state.nj.us
Phone: 6095844100 (Work Phone Number)

Specific Registration Information

[Click here to review the uploaded form.](#) ←

Certification

"I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Lauren Keltos
Individual With Direct Knowledge 07/23/2009
Date

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Lauren Keltos
Responsible Official 07/23/2009
Date

Done
Return

Start | Microsoft PowerPoin... | State of New Jersey ... | NJDEP Online - Wi... | 4:17 PM

Submitting to EPA: Print the Locked Document

https://www11.state.nj.us/DEP_RSP/pages/documentStream.jsp?fileid=[B@166672b - Windows Internet Explorer

https://www11.state.nj.us/DEP_RSP/pages/documentStream.jsp?fileid=[B@166672b

File Edit View Insert Format Tools Data Go To Favorites Help

https://www11.state.nj.us/DEP_RSP/pages/...

F13

	A	B	C	D	E	F	G	H	I	J	K
1	Section I - Facility Information										
2											
3											
4	1) Facility Name:		<u>DEP Air Test Site</u>								
5	2) Program Interest Number (5-Digit):		<u>61085</u>								
6											
7	<p>The permittee shall submit to the Department and to the EPA, a periodic compliance certification, in accordance with N.J.A.C. 7:27-22.19(f) and the schedule for submittal of compliance certifications set forth in the compliance plan of your operating permit. The annual compliance certification is due to the Department and the EPA within 60 days of the expiration of each 1-year anniversary of the Initial Operating Permit Approval Date, unless otherwise specified in your approved operating permit.</p>										
8											
9	3) Submittal Type:		<u>First Semi-Annual Report</u>			<i>(Choose from List)</i>					
10	4) Is this a revision of an already submitted report?		<u>No</u>			<i>(Choose from List)</i>					
11											
12	5) Reporting Year:		<u>2009</u>								
13											
14	6) This report is due:		<u>07/30/2009</u>								
15			<i>(MM/DD/YYYY)</i>								
16	and covers the reporting period from:		<u>01/01/2009</u>			to:		<u>06/30/2009</u>			
17			<i>(MM/DD/YYYY)</i>					<i>(MM/DD/YYYY)</i>			
18	7) The methods used to determine the compliance status for each permit limitation are, at a minimum, as specified in the approved operating permit.										
19											

Instructions | **Facility Info and Cert Status** | Continuous Compliance Summary | Deviation Summary

Unknown Zone

Start | Microsoft PowerPoin... | State of New Jersey ... | NJDEP Online - Wind... | https://www11.s... | 4:30 PM

AIR Compliance & Enforcement Regional Contact Information:

Northern Regional Office

Vanessa Day, Manager

phone (973) 656-4444

7 Ridgedale Ave

fax (973) 656-4080

Cedar Knolls, NJ 07927

(Bergen, Essex, Hunterdon,
Hudson, Morris, Passaic, Somerset,
Sussex, Union, and Warren counties)

Central Regional Office

Christopher Odgers, Manager

phone (609) 292-3187

Mail Code 22-03A

fax (609) 292-6450

PO Box 420

(Burlington, Mercer, Middlesex,
Monmouth, and Ocean counties)

Trenton, NJ 08625-0420

(Standard Mail)

Mail Code 22-03A

401 East State St

Trenton, NJ 086250420

(FedEx/UPS)

Southern Regional Office

Richelle Wormley, Manager

phone (856) 614-3601

Suite 201

fax (856) 614-3613

One Port Center

(Atlantic, Camden,
Cape May, Cumberland,

2 Riverside Drive

Camden, NJ 08103

Gloucester, and Salem counties)



Michael Lutz
NJDEP Air C&E, CRO
(609) 292-3187
michael.lutz@dep.state.nj.us